

~~CONFIDENTIAL~~

6 October 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT :

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1. Pursuant to instructions from the Deputy Director, and in confirmation of my telephone conversation this morning with the Deputy Director of Personnel, you are requested to make appropriate arrangements, in accordance with applicable laws, for the re-employment of Miss [REDACTED] in her present position for a period of one year. Inasmuch as it is estimated that it will take approximately six months to train a replacement for [REDACTED] you should also take the necessary action to insure that such a replacement is made available six months prior to the expiration of this one-year period. This temporary appointment is not renewable.

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2. It is also requested that the Office of Personnel set up a system which will cause appropriate investigations to be made approximately one year prior to the time when individuals would retire under normal circumstances to determine whether or not it is necessary to train replacements or take other appropriate action well in advance of the actual dates of separation.

/s/

L. E. WHITE
Deputy Director
(Support)

DD/S:LKW:laq
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Comptroller
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DD/S subject

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